



2013-14 Wisconsin Women's Council Internships

Employer: Wisconsin Women's Council

Deadline: open until filled

Pay: Unpaid / willing to arrange college credit

of Positions: 2

Category: Political Science, Women's Studies, Sociology, Communications

Contact Information

Name: Christine Lidbury

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Address: 101 East Wilson St, 9th fl., Madison, WI 53702

Website: www.womenscouncil.wi.gov

The office is two short blocks from the Capitol and accessible by a variety of nearby bus routes.

1. Research Associate / Intern

Project: FAST FACTS – Statistics/Fact Sheets on the Status of Women in Wisconsin

Description/Responsibilities: The selected intern will support the WWC Executive Director to identify topics and data sources; collect and analyze data from public databases and sources; search for other reports, research, and resources related to data topics; create Fact Sheets, PowerPoint presentations and other similar materials for publication on the Women's Council web site and/or for use at programs and events; create graphic presentations of data through charts, tables and info-graphics; and communicate with the WWC Board about the project. Fast Fact publications are released electronically to more than 1000 newsletter subscribers, including members of the Wisconsin legislature, women's organizations, educational institutes and other interested individuals.

Past Fast Facts reports have focused on topics such as women's labor force participation, business ownership, educational attainment, single mothers and poverty, and women in leadership. For more information on this project, visit the Council's web site and see the feature/links on the homepage (www.womenscouncil.wi.gov).

Qualifications:

- Experience with Excel and database analyses, including with the Census American Community Survey
- Excellent organizational and communication skills (written and verbal)
- Ability to work independently and take initiative.
- High standards of accuracy and attention to detail as well as ability to think critically, creatively and innovatively.
- Interest in and knowledge of women's social and economic issues and challenges.

Internship Details & Benefits:

Requires 6-12 hours per week (flexible). Opportunity to work remotely when feasible.

Minimum commitment of one academic semester.

Though this is an unpaid internship, the selected intern will gain networking opportunity, résumé experience, author credit on publications and written materials, and a written letter of recommendation. In addition, optional college credit may be offered through your university.

Position is open until filled.

2. Program Assistant / Intern

Projects: Trailblazer Business Award Program & Open Government Recognition Program

Description/Responsibilities: The selected intern will support the WWC Executive Director with the management and implementation of two award and recognition programs: 1) outreach and application review for the Trailblazer Award for Women Business Owners and 2) the launch of a new recognition program on open government in local government organizations, including outreach, application review/management, and communications.

Qualifications:

Excellent organizational skills.

Strong communications skills (written and verbal).

Ability to work independently and take initiative.

High standards of accuracy and attention to detail as well as ability to think critically, creatively and innovatively.

Interest in and knowledge of women's social and economic issues and challenges.

Internship Details & Benefits:

Minimum 6 hours per week (flexible).

Minimum commitment of one academic semester.

Though this is an unpaid internship, the selected intern will gain networking opportunity, résumé experience, and a written letter of recommendation. In addition, optional college credit may be offered through your university.

Position is open until filled.

For more information on the Trailblazer Award Program, visit the Council's web site (www.womenscouncil.wi.gov) and select the Trailblazer link on the homepage.

How to Apply

Submit a cover letter expressing your interest in the position and resume to:

Christine Lidbury, Executive Director

WI Women's Council

101 East Wilson St., 9th fl.

Madison, WI 53702

or by email to: christine.lidbury@wi.gov